

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(11/01)

Description of Position	TITLE OF POSITION: Chief/Sheriff	CLASSIFICATION CODE: 00184500
	SALARY RANGE: Gr.840A 88,177-101,653	REFERENCE POSITION NO.: 2991-10000-tbd
	Department or Agency Name Public Safety	APPLICATION PERIOD: 8/31/2012-9/17/2012
	Division/Section/Unit Division of Sheriffs	
	Assignment(s) / Comments	
	Shift and Days: Non-Standard	Job Location: Providence Superior Court or other Division of Sheriffs locations as needed
	Restrictions/Limitations: Must satisfy all special requirements prior to appointment.	
	Position Covered By Collective Bargaining Union Agreement Yes No <input checked="" type="checkbox"/>	
	Name of Bargaining Unit Union:	
	There is* ___ is not ___x___ a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
See Attached Job Description		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:	
	See Attached Job requirements	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Department of Public Safety	Fax #: 401-444-1062
	Central Management	TTY/TDD #: 401-444-1122
	311 Danielson Pike	(Telecommunication Device for the Deaf)
	North Scituate, RI 02857	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY EMPLOYER

CLASS TITLE: CHIEF/SHERIFF

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the daily operation, policy implementation, and direction of the activities of the Division of Sheriffs, involving the custody, safety, discipline, and well-being of prisoners and defendants while being transported to and from the various courts, state facilities, prisons, jails, cell blocks, etc., or when within those locations; to effect a comprehensive program of judicial security, usually within the courthouse, but occasionally beyond; to implement a comprehensive program of transportation/vehicle maintenance and special operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Commanding Officer - Department of Public Safety, with considerable latitude for the exercise of independent judgment; work is subject to review through conferences and submitted reports for effectiveness and conformance with applicable rules, regulations, security standards and provisions of law.

SUPERVISION EXERCISED: Plans, coordinates, implements, and reviews the various functions required of the Division of Sheriffs; ensures conformance with applicable statutes, regulations, guidelines and performance criteria.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the daily operation, policy implementation, and direction of the activities of the Division of Sheriffs, involving the custody, safety, discipline, and well-being of prisoners and defendants while being transported to and from the various courts, state facilities, prisons, jails, cell blocks, etc., or when within those locations; to effect a comprehensive program of judicial security, usually within the courthouse, but occasionally beyond; to implement a comprehensive program of transportation/vehicle maintenance and special operations.

To maintain currency in the field of defendant/prisoner custody and security; to provide training to assure that this currency extends to subordinate staff and programs of services; to promote staff development within the agency.

To implement a system of receipt for Writs of Habeas Corpus and other legal forms initiated by various tribunals to ensure that the prisoner/defendant is present at the proper court at the requested time.

To implement a system wherein all required legal papers are signed and processed to ensure proper custodial receipt of prisoners and transfer of custody of prisoners to the appropriate officials.

To be available on an ongoing basis to police or court officials concerning the transportation or incarceration of prisoners/defendants.

To advise in program planning and development, fiscal integrity, budget preparation, and program and staff evaluation.

When appropriate, to carry firearms in the course of duty and maintain proficiency in their proper use and maintenance.

To oversee a comprehensive program of vehicle and equipment maintenance and replacement; to operate a motor vehicle in the performance of duties.

To coordinate various administrative support functions.

As required, to effectively represent the agency within the department, within the administrative structure of the state, and before appropriate public and private organizations, groups and individuals; to represent the agency on boards, committees, and at various public events and activities.

To serve as an effective member of the management team in the field of collective bargaining and labor relations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES SKILLS AND CAPACITIES: A thorough knowledge of the principles of management and the proven ability to apply such knowledge in a custodial and/or correctional environment; a thorough knowledge of the principles, practices and techniques required in the execution of a comprehensive program of prisoner/defendant detainment and transportation; a thorough knowledge of the principles, practices and techniques of judicial and court security; a thorough knowledge of the principles, practices, and techniques required in the apprehension and detention of person(s) being served with arrest warrants; a thorough knowledge of security measures required in the transport of prisoners and defendants; a working knowledge of collective bargaining and contract implementation; the ability to interpret policy; the ability to participate in the training of subordinate staff; the ability to communicate effectively; the ability to operate a motor vehicle in the performance of duties; a familiarity with standard administrative support functions, such as human resources and budgeting; skill in the proper use and maintenance of firearms in the performance of assigned duties; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Law Enforcement or Criminal Justice; and

Experience: Such as may have been gained through: considerable employment at the minimum rank of Deputy Sheriff-Captain or in a position equivalent in kind and level in an organized law enforcement agency in a state, city or town police department or within state service.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Prior to appointment must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum or a comparable program offered by state or municipal police departments. Conditions to be met for appointment: (1) must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) must be a constable with power of arrest within the jurisdiction where employed; (3) must submit to a full background criminal investigation

(BCI); (4) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing; (5) must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment; and (6) must possess and maintain a valid Rhode Island Operator's Driving License.